

Certification of Time and Attendance

Command Name

Subject: Non Pay BEF/AFT Certification

Date: _____

Report P6620R01 has been run and verified. The following information is provided:

____ Employee was in a pay status on the last hour before the holiday and the first hour after the holiday

____ Employee was **NOT** in a pay status on the last hour before the holiday and the first hour after the holiday

Note: a copy of the report together with the corrected timecard (if necessary) will be the supporting documentation for the timekeeper to make the change to the Employee's Time and Attendance record and retained with the employing activity for 6 years and 3 months

Certifying Official Signature and date